

Helena JSEC Meeting Minutes

March 27, 2013

Members Present:

Alan Thompson	Helena College University of Montana
Brandon Steinagel	Enterprise Holdings
Cathy Wood	Student Assistance Foundation
Darlene Chamberlin	Helena High School
Dave Laber	Helena Job Service
Deb Chouinard	Helena Job Service
Hayley Emly	American Federal Savings Bank
Sandy Hamlin	Helena Job Service
Tom Antonick	Office of Public Instruction

Introductions: All present announced their names for the scribe's benefit.

January Minutes: Cathy asked if there were any changes or corrections to the minutes. Tom motioned to approve and Hayley made a second. Minutes were approved as written.

Treasurer Report: Darlene reported the JSEC bank account is the same as last month, \$6,012.11. The check from our fundraiser is in the mail to her.

Manager's Report: Deb says traffic has been steady in the office, at times very busy. We haven't been seeing the same patterns that we usually do for some reason. In the past, Friday was a pretty quiet day to get other work done, but that hasn't been the case this last month.

As you know, the Career Fair was last week, and the attendance was pretty slim. Alan encouraged those filling out evaluations to reflect the lack if they felt that way. He thanked everyone for staying until the Career Fair ended. Deb stated that Helena Job Service is considering this may be the last year they will be an official sponsor of the Career Fair. She said that Job Service actually had no input into this year's Career Fair whatsoever. Job Service advertised through their e-blast to employers and job seekers, plus their Facebook, made up posters for around office, and did four resume classes leading up to the Career Fair. Job Service has been contacted by Parker Sullivan of ESGR (Employer Support of the Guard and Reserves) to join them in holding a Job Fair, and Deb indicated they are very interested in doing it with them. The Job Fair will target employers hiring within 3 months of the Fair. Tentatively it is planned for August 16th in conjunction with a state-wide guard drill weekend. They are looking at bringing in employers from all over the state. Parker, Carol, and Deb had a conference call and will get back together on April 8th for additional planning. Carol will be checking with Rosie to see about using Carroll College as a location. ESGR has up to \$3,000.00 to put towards a facility, and the US Chamber will contribute \$2,000.00 towards lunch. Parker noticed that it is hard for vendors to get away from their tables, so they are considering delivering boxed lunches to them instead of having a hospitality room. ESGR just had a Job Fair in Billings and had over 100 employers. Deb feels it could be a successful endeavor, and has told Parker she would talk to the JSEC and see if they would be interested in participating.

Deb and Carol attended a Regional Manager's Meeting in Anaconda a few weeks ago where they held discussions about succession planning. The Manager in Livingston is retiring, and our Regional Director will be temporarily filling in as Manager of the Office so they have an opportunity to give staff there some leadership training and possibly fill that spot.

Associated Foods will be coming in for some follow-up Rapid Response activities the 15th, 17th and 22nd of April. (Rapid Response is the term for when Job Service Staff arranges workshops for groups that have been laid off. The workshops give information on job search, unemployment, health insurance, finances, etc.) Cathy asked how many employees were involved in that layoff. Deb answered around 54.

MSEC: Sandy reminded everyone that MSEC (Montana State Employers Council) is having their annual meeting in Missoula on May 1st and 2nd. As Pam Watson told us at last month's meeting, any JSEC member is welcome to attend. There is no cost for the training, but JSEC members would have to pay for their travel and rooms, with the exception of Cathy who is on the MSEC Board.

In conjunction with their meeting, they have awards. Sandy referred to the table packets where those awards are listed. She said Pam is really encouraging nominations. It's just a one-page typed nomination. All awards are due by April 1st. The information sheet gives a lot of detail on how to write the nomination, but Sandy suggested if anyone needs assistance writing one up, they could contact Deb. She has written nominations for a lot for different committees, and would be happy to give some tips.

Part of the MSEC/Manager's meeting is also their yearly fundraising event. MSEC requests that each JSEC bring an auction item. Sandy was thinking that anything businesses might have to put in a basket would be good. We have done that in the past and it worked out pretty well. Next year they are going to do it a little differently. They are going to sell raffle tickets for "several choice experiences or select items". Darlene asked if this was something JSEC should be breaking out the check book for. Sandy stated that we have in the past purchased a few things, especially when we had the big conferences. It depends on how much we can get donated. Hayley offered a variety of gifts they give away for new accounts at American Federal, including a gardening set. She wondered if we had a theme. Darlene thought the gardening items in a nice bucket would fit with the timing of the meeting. Deb said she has a pot that looks like a giant teacup that she would bring, Hayley will get the gardening set, and Darlene will buy some seeds and gloves to fill in around it. Sandy can pick up the items, or they can be dropped by her office.

Hayley asked if that is when they would be presenting the state 'Outstanding Employer Award'. Sandy confirmed the state has decided to do a state 'Employer Award', so our winners, which were Anderson ZurMuehlen and Wingate, will be eligible for that award. There is a 2-page nomination form that can be completed and submitted to MSEC for the state level. Hayley and Callie are the committee for our local Employer Award. Hayley said she is getting that nomination together, which is also due April 1st.

May Meeting: Last month we changed our meeting date due to a conflict with the Career Fair. In May, the SHRM Conference begins on the same date as our meeting. There will probably be a lot of our members attending that, so Sandy recommended we consider changing our meeting date again. We could move the meeting to either May 8th, 22nd or 29th. The May meeting is when we present our Mike Bullock Scholarship, so it is more of a reception. We discussed if it might be better earlier because of graduations, and Darlene mentioned Memorial Day weekend too. Everyone agreed the 8th of May would work best.

Scholarship Update: Sandy had a high school student call her and ask if she had to have the references in by March 28th. After visiting with the student, she realized that she had found an old version of the Mike Bullock Scholarship online. The student said she saw it on the school calendar

too. Apparently there is no way to get rid of the older online versions; only to hope they get buried on the last page.

Tom stated the Scholarship Committee chose Madeline Faye Scherting as this year's winner. He has sent her name to Pam Watson for the MSEC Scholarship (Fred Unmack), along with a copy to Sandy. There wasn't an applicant that really stood way out from the rest, or any that had a tremendous challenge to overcome. Although the person we picked may do pretty well with the MSEC Scholarship because she volunteers so much. Tom wondered if our last year winner was still in school. Alan said she transferred to Helena College and is attending there. She is still eligible for a second year as long as she is still enrolled, even though it is a different school. Tom added that had the scholarship committee ended up with two, they would have been able to award two scholarships. There have been times in other years no scholarships have been awarded. Sandy thinks we need to look at how we can explain the adversity criteria a little better. Darlene checked to make sure the scholarship payments were recorded. The checks are usually issued in August. At the reception, we take pictures with the big sample check.

Hidden Agenda: Deb asked if anyone got Job Service's e-mail about the job order scam. One of our folks got a phone call from a person who was on our list of HR people authorized to post jobs for a security company that normally only hires online. The job was posted asking applicants to call a phone number. They were very cagy, since they posted the job late Friday before a Monday holiday, so it was Tuesday before it was caught. We had a veteran come in that was working with one of our partners at VOA (Volunteers of American-Homeless Veterans Reintegration Program), and they wanted assistance with a \$150.00 fee to get a concealed carry permit. VOA brought it to our attention because they thought it kind of odd. We had 42 referrals that self-referred, so Job Service staff had to contact those people and say, "do not contact this person, do not give them any personal information, do not send them any money". So in order to increase security when you post a job with us, we need either your Unemployment account number (UI #) or your Federal ID number (FEIN #). Alan stated there is more and more of those types of jobs out there. They have had issues with Independent Contractor jobs. Deb reiterated to just be cautious. She said if you call often, Job Service may not ask you for those identifying numbers every time because we know who you are, but at some point we will probably ask.

Meeting was adjourned.